

DUTY STATEMENT

Classification: Energy Commission Specialist I (TED)	Position No. 5400-4184-017
CBID: R10	Office: Energy Systems Research
Date Prepared: May, 2010	Division: Energy Research and Development
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the supervision of the Energy Commission Supervisor II in the Energy Systems Research Office, the Energy Commission Specialist I (TED) serves to support the Public Interest Energy Research Program (PIER) Management Team. The goal of the PIER Program is to conduct energy research, development and demonstration (RD&D) to advance science and technologies not adequately provided by the regulated and competitive markets. The incumbent will implement a strategic campaign to promote RD&D activities. The incumbent prepares written materials for presentations, press releases, and fact sheets. The incumbent has expert knowledge of energy technologies across a broad spectrum and understands complex RD&D issues. The incumbent also has strong written and verbal communication skills and marketing and outreach skills.

WORKING CONDITIONS

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel is required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required.

DUTIES AND RESPONSIBILITIES:

While performing the duties described below, the incumbent will be required to work independently or work within a team, utilizing a personal computer and appropriate Commission software such as the Microsoft suite of software programs, electronic mail and the Internet. The incumbent will be required to plan, organize, lead and/or participate in meetings with other Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related RD&D. The incumbent will perform duties as follows:

- 50% Public Outreach and Promotional Materials. Using the PIER Strategic Plan and with direction from RD&D Committee, PIER Management and in coordination with the Energy Commission Media Office, the incumbent will develop public outreach and promotional materials, such as presentations, press releases, webinars and RD&D fact sheets for the public, research stakeholders, legislators and other state and national agencies and organizations. The incumbent independently reviews complex

and sensitive RD&D technical information to develop public outreach and promotional materials that highlight the PIER Program's success stories and current and planned research activities. (E)

- 35% Public Outreach Meetings and Workshops. The incumbent will arrange and manage focus groups, information gathering meetings, and public workshops to obtain feedback from public representatives, academic researchers, industry entrepreneurs and other government agencies to develop recommendations on how to improve the PIER Program. The incumbent will also meet with RD&D clients to determine their principal RD&D interests, program issues and suggestions for improvement to convey this information back to staff for incorporation into research strategies, plans and reports. (E)
- 10% The incumbent will develop recommendations stating how RD&D staff can better incorporate lessons learned from the PIER Program into future RD&D implementation plans and project contracts. The incumbent will brief Office, Division, and Energy Commission management on the status of the public outreach efforts and how those efforts influence an evolving PIER program.
- 5% Other duties as required consistent with the specification of the classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> INCUMBENT Date </div> <div style="display: flex; justify-content: space-between;"> Energy Commission Specialist I (TED) </div>	<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> FERNANDO PINA Date </div> <div style="display: flex; justify-content: space-between;"> Energy Commission Supervisor II (TED) </div>